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# Indiana State Department of Health

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**DATE:** November 9, 2009

**TO:** All Local Health Departments

**FROM:** A. Scott Gilliam, MBA, CP-FS  
Director, Food Protection Program

**SUBJECT:** Local Health Department Survey Data Collection Tool

The attached documents are provided for the purpose of assisting local health departments (LHD) with understanding a survey project the Food Protection Program (FPP) will be implementing beginning this month. The documents are as follows:

LHD Survey Final 2009  
LHD Survey Conceptual Overview 2009

The project will involve FPP field staff and staff of the LHD food protection programs. The survey tool will be used to collect food establishment census data, as well as baseline data regarding the FDA Voluntary National Retail Food Regulatory Program Standards (Standards) and the 10 Essential Services. The FPP staff will assist the LHD staff with a general review of records and systems to help in determining if the Standards are being met. This survey is not intended to replace the official comprehensive self-assessment already in place with the Standards.

The first document is an abbreviated survey tool similar to the survey process conducted several years ago by the FPP of which many of you will remember. FPP staff will be contacting you to arrange appointments to complete the survey with you and your staff. It would be very helpful if you could proceed with reviewing the survey tool and begin the process of completing it. The FPP is conducting a self-assessment using the Standards and this information is essential to the process. The compiled data will also be made available to all LHDs once completed. The data will be used to strengthen food protection resources in the future, so it is imperative that the survey be completed accurately to reflect the LHD's current situation.

The second document is a conceptual overview of the project and a compilation of the 2007 Standards with an explanation about each one and what is needed to assess your program for each of the nine Standards. A newer version of the FDA Standards is due to be released in the future, but is still not widely available. We strongly encourage your department to enroll in the voluntary assessment with FDA as this is the most recognized system currently available to determine the strengths and weaknesses of your program.

Your area field representative will be contacting you in the near future to arrange an appointment. Do not hesitate to contact them or this office at 317/233-7332 if you have any questions.

#### Attachments

cc: FPP Field Staff  
Local Health Department Outreach